



The Carlsbad Recreation Department currently has an opening for a

RECREATION AIDE – FACILITY ATTENDANT

Carrillo Ranch/Aviara/Poinsettia Community Parks

**\$6.75 - \$10.00 per hour
(Depending on qualifications)**

Definition

Under general supervision, performs program assistance and/or supervision at an assigned park or recreation center. Has primary responsibility for the community parks during the evening and weekend hours, including scheduled special events.

Distinguishing Characteristics

This is the entry level in the class series. Positions at this level usually perform most of the duties required of the Recreation Leader – Facility Attendant, yet are not expected to function at the same skill level. Since this class is often used as a training class, employees usually have no directly related work experience.

Examples of Duties

Performs facility set-ups and tear-downs; Checks in private groups with picnic area reservations; Oversees activities at the community parks; Performs basic custodial duties as needed; Enforces community park rules under the municipal code; Administers simple first-aid as needed; Provides staff support for Special Events; Responsible for proper opening and closing of buildings, including locks, alarms, etc.; See that buildings and grounds are clean and well maintained; Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Knowledge of the basic philosophy of recreation; Principles and procedures of record keeping; Basic mathematical principles; Basic first aid methods and techniques; Safety precautions and procedures.

Skill to:

Operate modern office equipment including a computer.
Drive a motor vehicle.

Ability to:

Learn pertinent procedures, functions quickly and apply them without immediate supervision; Maintain accurate records; Plan and organize work to meet schedules and timelines; Understand and follow oral and written instructions; Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; Ability to evaluate emergency situations and act decisively and effectively to resolve them; Communicate clearly and concisely, both orally and in writing.

Experience/Education:

Education – Must have completed high school curriculum at the tenth grade level. Possession of a high school diploma or G.E.D is preferred.

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License or Certificate:

Possession of a valid Class C California Driver's License.

Possession of, or ability to obtain, CPR and first aid certification.

Special Requirements:

Must have had experience working with the public.

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Special Conditions:

Must be available to work flexible schedule on nights, weekends, and holidays; must provide own transportation; must meet the State of California Tuberculosis test requirements; must have valid California State Drivers License and be over 16 years of age.

Required Apparel

Person hired must wear standard apparel as prescribed by the Recreation Department

***Part-time employee cannot exceed 1,000 total hours worked in one fiscal year.**

APPLICATION PROCEDURE – APPLY AT THE LEO CARRILLO RANCH HISTORIC PARK, 6200 FLYING LC LANE, CARLSBAD, **DEADLINE: OPEN UNTIL FILLED**. CANDIDATES MOST QUALIFIED WILL BE GRANTED AN INTERVIEW. FOR MORE INFORMATION: CONTACT Charles Balteria at, (760) 476-1564, or via email at cbalt@ci.carlsbad.ca.us.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

WE CREATE COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS